

DD/R Registry

I. PROBLEM:

Determine whether DD/R should continue operating a central Registry or should the Registry operation be performed by each component of DD/R.

II. ASSUMPTION:

That the DD/R offices remain in their present locations and that only significant mail be controlled and at only one point.

III. FACTS BEARING ON THE PROBLEM:

- a. The DD/R registry receives and dispatches mail for all DD/R elements except OSA.
- b. There is no uniform standard throughout DD/R to guide mail personnel in selecting mail that should be controlled (Form 238).
- c. DD/R has offices on 4 floors of the headquarters building, some located behind the barrier.
- d. The DD/R registry operates as the central file room for the DD/R, his Staff and ORD.
- e. There is a pneumatic tube station located in OEL.
- f. There is duplication of effort in receipting for and controlling of Top Secret and Sensitive materials.

IV. DISCUSSION:

- a. The present DD/R registry is located in Room 3B-13, Headquarters Building, directly across the hall from the DD/R, his immediate staff and the Office of Research and Development. This activity was established to operate as a registry for these offices and the Office of Elint, but not for the Office of Special Activities. Therefore, at the present time, all mail for the DD/R and offices under the DD/R with the exception of OSA is delivered to, and picked up from this room.
- b. The determination as to whether or not a piece of incoming mail should be controlled (Form 238) is made initially at this point. From observation made it appeared that there is quite a variance of opinion between DD/R registry and OEL personnel as to what should be controlled and that for which no control is necessary. Statistics indicated that, for an average day, the DD/R registry controls 23% of all incoming mail addressed to

the DD/R or his immediate staff; 25% of all mail intended for ORD and less than 4% of all mail addressed to OEL. The mail clerk in OEL felt a need for controlling a greater percentage of incoming mail and as a result our survey indicated that 32% of mail received through the DD/R registry necessitated controlling which was accomplished in the subsidiary registry, OEL.

Authorities on the subject of mail control advocate that mail should be controlled at only one point and this point should be as close as possible to the office of action. In this particular case the opening and controlling of OEL mail by the DD/R registry serves no purpose and slows delivery of mail to OEL. It would be better to forward all OEL mail unopened, to OEL, with the exception of Top Secret and Sensitive material for which the DD/R Area Top Secret Control Officer is responsible for preparing Top Secret receipt (Form 36).

- c. With the exception of the DD/R, his immediate Staff and ORD which are located on the third floor, other elements of DD/R are located on three different floors of the headquarters building, some of which are behind the barrier. The fact that OEL is located behind the barrier precludes the direct delivery and pickup of mail by the regular CIA courier force. If direct delivery could be accomplished, cables and documents requiring urgent action would be made available to OEL more expeditiously.
- d. The DD/R Registry performs central file and registry operations for the DD/R and his immediate staff. They have established subject file headings and service requests for withdrawal of papers from these files. The registry also maintains chronological copies of all ORD and OEL outgoing correspondence. The maintaining of a chronological file of OEL outgoing mail should be a responsibility of OEL and not the DD/R Registry. As OEL maintains a chronological file, the DD/R file should be destroyed.
- e. There is a tube station located in OEL beside the desk of the person responsible for receiving, controlling and dispatching all OEL mail. The use of this system by OEL is sporadic. On some occasions they receive non-CIA cables from the Cable Secretariat and they have used it to send cables to RI for coordination as well as send some directly to the Cable Secretariat. Before this station can be used to maximum advantage the system must be made compatible with Security requirements for handling special materials. They are still receiving through the tube, mail intended for OBI who were previously at this location.

- f. The Chief, DD/R Registry, is the Area Top Secret Control Officer, the person responsible for receiving and dispatching Top Secret and Sensitive materials for all DD/R offices with the exception of OSA. Presently, Agency Form 36, a one part 3" x 5" card form, is being used to record receipt of Top Secret materials. To transmit incoming Top Secret documents from the initial point of receipt (DD/R Registry), to a component of DD/R the original Form 36 must be receipted and a new card typed by the subsidiary DD/R Office. This has resulted in as many as three to four typings. The use of a more suitable form (carbon interleaved) will reduce possibility of error in transcribing and also eliminate duplication of typing.

V. CONCLUSION:

Relieving the DD/R Registry of responsibility for controlling OEL mail will permit the mail to reach the action desk more expeditiously and provide a more effective system of mail control.

VI. RECOMMENDATIONS:

- a. Continue using the DD/R Registry as a central point for the delivery and pickup of all DD/R mail except OSA. This should remain in effect until such time as greater use is made of the tube system and regular CIA couriers are permitted to service mail stations behind the barrier. Upon lifting of these restrictions it is recommended that direct mail service be provided OEL.
- b. Relieve DD/R Registry of the responsibility for preparing mail control Form 238 for OEL mail. Responsibility for executing these mail control forms should be assumed by the mail clerk for OEL. The DD/R Registry would continue to operate as a registry for the DD/R, his staff and ORD.
- c. The DD/R Registry continue to prepare receipt forms for Top Secret and Sensitive materials. However, it is recommended that the use of Form 36 be discontinued and Agency Form 1225, (six part carbon interleaved) be prepared for all Top Secret and Sensitive materials. (EXHIBIT A).
- d. Establish a schedule showing time of internal courier delivery to, and pickup from, all mail desks in DD/R. This should include all divisions under OEL.
- e. Implement Document Control Procedure in accordance with attached Agency approved guide. (EXHIBIT B).